TITLE:	Director of Institutional Advancement
ORGANIZATIONAL UNIT:	Administration
REPORTS TO:	President
FLSA:	Exempt, 12-month
DATE:	September 1, 2026
PURPOSE:	Assist President
SALARY:	$100,000

Responsible for the Institutional Advancement Program of *The* Catholic High School *of Baltimore* according to the school's mission and strategic plan. Oversees major fundraising, the Green & Gold Fund, grant writing, public relations and marketing. Manages appropriate data support systems. Directs alumnae affairs and parent fundraising efforts.

DUTIES/RESPONSIBILITIES:

- Oversees fundraising activities of the school including the Green & Gold Fund, major school fundraising, including Capital Campaigns, and donor development.
- Oversees public relations and marketing of the school.
- Writes grants and serves as liaison with foundations.
- Directs the planned giving program.
- Supervises the maintenance of accurate records of alumnae, parents and friends of *The* Catholic High School *of Baltimore*.
- Directs alumnae relations and special events.
- Recommends appropriate staffing for the Institutional Advancement Office.
- Oversees the production of the Annual Report on Giving.

Specific:

- Serves as staff to the Institutional Advancement, Committee of the Board of Trustees; attends meetings of the Board of Trustees.
- Oversees the distribution of the minutes of the Institutional Advancement meetings, responds to committee's requests for appropriate information, prepares appropriate reports, etc.
- Serves as a member of the school's Administrative Team.
- Supervises and evaluates all Institutional Advancement personnel.
- Provides resources for the school through grant writing.
- Oversees opportunities for alumnae engagement.
- Maintains an accurate database of alumnae, friends, and supporters of the school.
- Manages the stewardship process for all donors- appreciation and recognition.
- Represents the school to community groups as directed by the President.
- Oversees the budget preparation for the Institutional Advancement Department.

- Implements the strategies of the Strategic Plan as they apply to the school's advancement.
- Works with other key persons to select, plan, fund and implement specific capital projects.
- Performs other duties as may be assigned by the President of the School, including travel.

EMPLOYMENT STANDARDS:

- Must be able to: work and relate effectively with culturally diverse populations; respond appropriately to the needs of alumnae, supporters, students, their families; staff, the Board of Trustees and other constituents.
- Must have the ability and willingness to accept supervision and work within the policies and procedures of the school and remain flexible to the changing needs of the department and school.

REPORTING TO DIRECTOR OF INSTITUTIONAL ADVANCEMENT:

The Coordinator of Annual Funds, Alumnae Relations, and Special Events.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in business, communications, marketing, or a related field.
- Five (5) years' professional experience in fundraising.
- Demonstrated proficiency using Raisers Edge or comparable customer relationship management (CRM) software to manage donor records, track fundraising activity, and maintain accurate, up-to-date data.

REQUIRED PROFESSIONAL SKILLS & ABILITIES:

- Demonstrated ability to develop, cultivate, and maintain effective working relationships with internal and external constituents.
- Displays excellent organizational skills and meticulous attention to detail, ensuring accuracy and efficiency.
- Demonstrated ability to take initiative and follow through on projects and develop policies with solid judgment.
- Demonstrates accountability by working independently, requiring minimal direction or supervision.
- Applies strong critical thinking and problem-solving skills to navigate challenges and make informed decisions.
- Effectively prioritizes tasks and delegates activities as appropriate to ensure optimal workflow and productivity.
- Acts with discretion, tact, and professionalism in all situations, maintaining confidentiality and integrity.
- Requires proficiency in using computer systems and software relational database applications to perform job function, including but not limited to, basic Windows PC, web browsing (i.e., Chrome, Internet Explorer, etc.), and Microsoft Outlook. Knowledge of other Microsoft Office applications, such as Word, Excel PowerPoint, Teams, and OneDrive is preferred.
- In addition to the responsibility of showing competency in the assigned area, each employee is to maintain loyalty to the mission and policies of the school so that the ultimate objectives of the school can be carried out. Frequently, it is not the school policy in itself that guarantees a well-run school, but the consistency with which that policy is upheld by the Administration, Faculty and Support Staff. Hence each employee will be held responsible for all directives and policies found within the school handbooks.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Flexibility may be required to work beyond standard hours, including weekends and holidays, as needed.
- Position requires long periods of sitting, and intermittent standing. The incumbent must be able to move freely throughout the building, travel efficiently between the school and nearby locations in a timely and efficient manner and lift 10-20 pounds infrequently.

The Catholic High School *of Baltimore* provides a quality, college preparatory education, rooted in the Franciscan tradition for young women. Catholic High challenges its young women to academic excellence, responsible leadership, and Christian community service. The school is sponsored by the Sisters of St. Francis of Philadelphia since 1939.

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Please email your letter of interest, resume, salary requirements, and three references to Ms. Natalia Mistichelli, President, at nmistichelli@thecatholichighschool.org. No phone messages please.